

Violence Against Children Survey (VACS)

VACS Electronic Data Collection

Interviewers Manual

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## **II. INTRODUCTION**

An Electronic Data Capture (EDC) system is a computerized system designed for the collection of data in electronic format. EDC replaces traditional paper-based data collection to streamline the data collection process, eliminate the need for data entry, and expedite the time to compile the VACS data and prepare it for analysis.

Data collection for the Cambodia VACS 2013 will be performed using a personal laptop or netbook M&A Companion 2600, running Windows 7 and the specialized survey collection software CPro V5.0. Each of the interviewers will use this system to conduct the interviews and collect the data in real time.

Our EDC system includes a series of graphical screens for data entry and a validation component to check the validity of entered data.

This manual contains the procedures, standards, definitions, concepts and basic instructions necessary to work with the EDC using CPro, in order to use the strictest standards of consistency, quality, accuracy and reliability.

### **III. GENERAL HANDLE AND CARE TIPS FOR YOUR NETBOOK**

#### **EDC Equipment**

Each interviewer will receive a kit for EDC. The kit contains the following items:

- One netbook M&A Companion 2600, running Windows 7, with touch screen and CSPro data entry software
- Two battery packs
- One stylus pen
- One wall charger (120 – 240 Volts)
- One adapter for the wall charger
- One backpack
- One car charger (per team)

#### **Handling your netbook**

- The netbook that you'll receive is a very valuable and delicate instrument. Please handle it gently.
- Do not ever drop the netbook, get it wet or leave it outdoors.
- Open and close the screen gently.
- If you like to work in "tablet" mode with the screen laying flat, please turn the screen gently following the correct direction (clockwise to switch to "tablet" mode, and counterclockwise to return it to the regular mode)
- Do not over-extend the screen when you open it.
- Never leave the netbook open. Close the lid when it is not in use.
- If the charging cable does not slide in easily when you plug it in, STOP! Make sure you are plugging the correct cable into the plug.
- Be sure nothing is stacked or thrown on top of the netbook.
- Do not leave the netbook charging over a very long period of time – this will destroy the battery. When it is fully charged, please unplug it.

#### **Storing your netbook**

- Know where your netbook is at all times. Please keep your netbook in your backpack when you are not using it.
- Treat the netbook like you would your wallet or your purse. Do not leave it lying around.
- Avoid leaving the netbook in the car, or if you must, lock it in the trunk.
- Never let the edge of your netbook hang over a desk or table.
- Avoid leaving the netbook exposed to extreme temperatures, hot or cold.

- Do not leave your netbook on the floor.
- When not in use, keep your netbook in its carrying case and wrapped in a plastic bag – this will protect it from rain and water

### Carrying your netbook

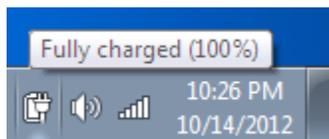
- Close the netbook screen whenever you carry it.
- When you are moving between households **please do not** shut down your computer - the netbook has been set up to go to Standby mode. Simply close the lid and pack it into your backpack.
- Disconnect cables and cords before picking up your netbook.
- Use both hands to carry your netbook.
- Do not leave any objects, like a pen, between the screen and the keyboard when closing the netbook.
- If it is raining and you have to walk to another household, please do not bring your netbook in your hands - use your backpack.

### Food and Drink

- Food and drinks make your netbook dirty and can seriously damage it.
- Keep all food and drinks away from your netbook, and make sure to clean your hands before handling the netbook if you have been eating.

### Recharge

- You will have 2 batteries for your netbook. Each fully charged battery will give your netbook about 6 or 7 hours of battery life. Please pay close attention to the charge icon next to the clock at the lower right-hand corner of your screen. This icon tells you how much charge you have in your battery.



- Recharge the batteries every night. You must start each and every day with two fully charged batteries. Establish a routine at home or your rest place each evening whereby you recharge your netbook. The charging process will take about 2 hours per battery.

- Make sure to coordinate charging schedules with other members of your team if there are a limited number of outlets.
- You can also charge your battery using the car charger while you are traveling.
- When using or charging the netbook, it is normal for the bottom of the case to get warm.
- Be careful with the charger. Do not step on or yank the cord.
- Unplug the netbook if there is an electrical storm.
- Please DO NOT start a new interview if your computer has less than 20% of battery life - switch to your spare battery.
- You must close all open windows and TURN OFF the netbook completely to change the battery.

### **Other Important Considerations**

- You are not allowed to connect to your netbook any kind of USB thumb drive, mp3 player, iPod, iPad, portable hard drive or USB modem. These devices could have viruses or any other malware software.
- You are not allowed to connect your netbook to any Wi-Fi or cable network.
- You are not allowed to change any of the Windows 7 configurations like the screen protector, desktop background, sounds, fonts, etc.

#### **IV. CSPro DATA ENTRY SOFTWARE**

The data entry system of the Violence Against Children Survey Cambodia 2013 has been developed by CDC using the Software CSPro V5.0.

This data entry software includes acceptable ranges for each field, automatic skips, and will perform consistency checks on the information entered.

##### **1. Concepts and Definitions**

All of the terms described below are intended to familiarize you with the language used by CSPro during data entry of the survey.

**Questionnaire:** The questionnaire is composed of the following parts for each household:

- Visit Record Form
- Household Listing Form (Form A)
- Consents Forms (Forms B, C, D, E)
- Household Questionnaire
- Respondent (Female or Male) Questionnaire

The questionnaire is referred to as a “Case” in the CSPro Data Entry application.

**Forms:** Each screen on the computer is designed for data entry – after the completion of each screen, CSPro will advance to the next.

**Consistency:** CSPro checks for data problems, including whether answers in the survey match earlier answers – these are called consistency checks. For example, when you enter the Age and the Date of Birth of a person, the system compares the data that you entered, and calculates the age of the person based on the current date of interview. If the age entered is not correct, CSPro will display an error message informing you about the problem.

**Ranges:** CSPro is programmed with all possible valid answers for each question. For example, the valid values for question F3 of the Female Questionnaire (Have you ever attended school?) are 1=YES, 2=NO and 99=DON'T KNOW/DECLINED, so this question has a range of "1, 2 and 99".

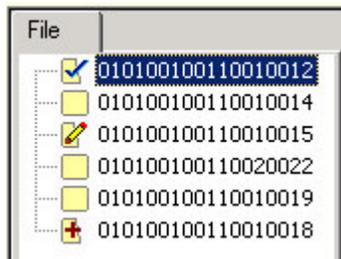
**Add:** Add a new interview to the database.

**Modify:** Modify an existing interview or a form in an existing interview.

## 2. Components of CSPro

### Trees:

There are two trees on the left side of the screen. The file tree shows all cases in the data file. The tree shows the complete IDs for each case. The icons in front of the IDs indicate whether the case is complete or partial. For example the tree might look like:



In the tree above, the first case has been verified, the third case is in the process of being modified, and the last case has been partially added.

### Fields:

A field is the place on a data entry form where you enter data. During data entry, the cursor moves from one field to the next, according to the order and pre-defined skip patterns. Fields are shown on the form as text boxes, radial buttons, or check boxes. Some fields cannot be entered because they are filled automatically or have been skipped, and will appear in a dark gray color.

### Forms:

A form, or data entry screen, appears on the computer screen when you Add, Modify or Verify cases. A form contains data fields and text. Forms may be larger than the actual screen area. The form will scroll automatically to insure that the field you are entering is visible on the screen.

As you complete one form, the next form is displayed. If you move backward from the first field on a form, the previous form is displayed. The forms have been configured to appear in pink for the Female survey and blue for the Male survey.

### 3. Operation of CSPro

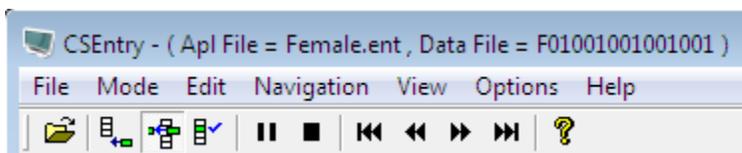
When you run CSPro and start to type information into each field, CSPro automatically does several things.

- 1) When you click on the answer box, a box may pop up with answer responses – choose one of these by clicking on the response option (if a box does not pop up, you will type in your response)
- 2) Once an answer response has been chosen or typed into the field, CSPro will check to verify that this is a valid response
- 3) If the response is found to be valid, CSPro will skip to the next appropriate question automatically.

#### 3.1 CSEntry Toolbar

The CSEntry toolbar is displayed across the top of the window, below the menu bar in CSPro. It provides quick mouse access to many features used in data entry.

-  Open a data file
-  Add case – to enter a new case
-  Modify case – to change an existing or previously entered case
-  Verify case – verify an existing or previously entered case
-  Pause the timer – the timer for statistical purposes is suspended
-  Stop adding or modifying
-  Go to first case or household
-  Go to previous case or household
-  Go to next case or household
-  Go to last case or household
-  Get help



### 3.2 CSEntry Shortcuts

Below are some shortcut keys for special use in data entry using CSEntry:

<b>Ctrl + A</b>	Add cases to the data file.
<b>Ctrl + M</b>	Modify cases in the data file.
<b>Ctrl + P</b>	Pause entry operations to take a break.
<b>Ctrl + S</b>	Stop data entry operations.
<b>Enter</b>	Move forward to the next field.
<b>Tab</b>	Move forward to the next field.
<b>Down arrow</b>	Move forward to the next field.
<b>Up arrow</b>	Move backward to the previous field.
<b>Shift + Tab</b>	Move backward to the previous field.
<b>Ctrl + Home</b>	Move to the first case in the file. (modify only)
<b>Ctrl + PgUp</b>	Move to the previous case in the file. (modify only)
<b>Ctrl + PgDn</b>	Move to the next case in the file. (modify only)
<b>Ctrl + End</b>	Move to the last case in the file. (modify only)
<b>F6</b>	Go to a particular field/variable number.
<b>Ctrl + F</b>	Find a case.
<b>Alt + F4</b>	Quit the application.

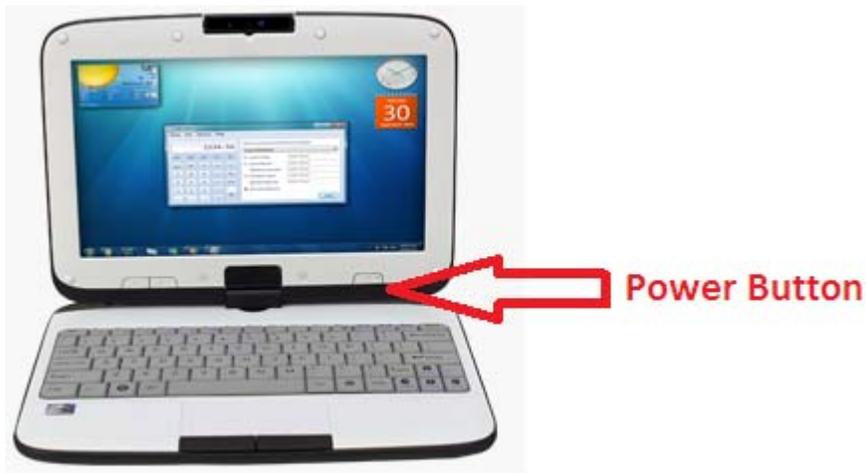
## V. ELECTRONIC DATA COLLECTION PROCESS

The EDC process follows these steps:

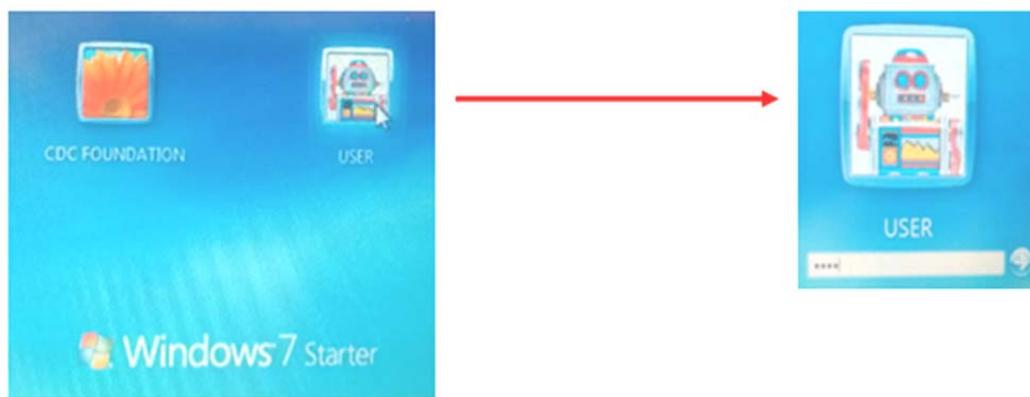
1. Turn on your computer.
2. Set up the data file.
3. Start the CSPro data entry application.
4. Enter data - conduct the interview following the questions and commands that will appear on the screen of your netbook.
5. Save the interview data each time.

### 1. Turn on your computer

Please push and hold the power button for 2 seconds. The power button is on the bottom right corner of the screen of the netbook. Wait until Windows 7 loads completely.



Select the icon "User". When prompted for a password, enter "user" (please make sure it is all entered in lower case, as it is case sensitive).



## **2. Set Up the Data File with Unique Cluster Number**

Your supervisor will assign you a “cluster” with a unique identification number in which to conduct the interviews. Each cluster has 25 households that have already been selected to be interviewed. Each cluster corresponds to either males or females ONLY.

The identification number you will use for data entry is composed of the Province, District, Commune, Village and EA (enumeration area); this creates a unique 12-number code for each EA. The name of the data file is the identification code number preceded by the letter “F” for the Female data entry and “M” for the Male data entry. The format of the name of each EA code will be F123456789012; this includes 1 letter and 12 numbers.

On your desktop, you will find the following MS Access icon:



Double click on this icon to start the MS Access application. If a warning message/window is displayed, click “Open”.

Once the application starts, you will be prompted to enter your unique interviewer code given to you by your supervisor:

The image shows a screenshot of the MS Access application's start screen. The background is a light blue color. At the top, the text "Please enter your interviewer code:" is displayed in a dark blue font. Below this text is a white rectangular input field. At the bottom of the screen, there is a button with a grey gradient and the text "Continue >>>" in a dark blue font.

Once you enter your code, click “Continue >>>” and you will see the following screen:

The screenshot shows a software interface for data entry. At the top left, there is a section titled 'ប្រភេទទម្រង់សំណួរ' (Form type) with two options: 'Male' (checked) and 'Female'. To the right is a 'BACKUP FILE' button. Below these are four vertical columns representing location levels: 'រាជធានី/ខេត្ត' (City/Province), 'ខណ្ឌ/ស្រុក' (Khan/District), 'សង្កាត់/ឃុំ' (Sangkat/Commune), and 'មណ្ឌល/ភូមិ' (Mondul/Village). To the right of these columns is an 'លេខ មណ្ឌល អង្កេត' (EA number) field containing the number '1'. A green 'Start data entry' button is positioned to the right of the EA number field. At the bottom right, there is a 'View all the existing files' button.

Before you can start your data entry, you must follow these steps:

1. Select the “Form type” in the upper left-hand corner as “Male” or “Female” by checking the corresponding box.
2. After your selection, the City/Province list will be populated. Now you can select the City/Province.
3. After your selection, the Khan/District list will be populated. Now you can select the Khan/District.
4. After your selection, the Sangkat/Commune list will be populated. Now you can select the Sangkat/Commune.
5. Finally, the Mondul/Village list will be populated. Now you can select the Mondul/Village.
6. After your selection, you should see the white list box next to the Mondul/Village list be populated with the identification code needed to start your data entry application. Your screen should look similar to the following:

ប្រព័ន្ធនាយករដ្ឋបាល

Form type

Male ប្រុស

Female ស្រី

BACKUP FILE

រាជធានី/ខេត្ត  
City/Province

ខណ្ឌ/ស្រុក  
Khan/District

សង្កាត់/ឃុំ  
Sangkat/Commune

មណ្ឌល/ភូមិ  
Mondul/Village

លេខ មណ្ឌល  
អង្កេត  
EA number

01 Banteay Meanchey	02 Mongkol Borei	01 Banteay Neang	18 Ou Andoung Kaeut
02 Battambang	04 Preah Netr Preah	07 Phnum Touch	
03 Kampong Cham	05 Ou Chrov		
04 Kampong Chhnang	08 Svay Chek		
05 Kampong Speu	10 Krong Paoy Paet		
06 Kampong Thom			
07 Kampot			
08 Kandal			
10 Kratie			
12 Phnom Penh			
14 Prey Veng			
15 Pursat			
16 Ratanak Kiri			
17 Siemreap			
18 Preah Sihanouk			
20 Svay Rieng			
21 Takeo			
22 Oddar Meanchey			

2

Start data entry

F0102011802

View all the existing files

- Your supervisor must approve this step before you continue. Show this screen to your supervisor to make sure you have selected the correct EA
- Once you have supervisor's approval, click on the "Start data entry" button. This will prompt your CSPro Data Entry Application to open.

The application will require an Operator ID. Please enter your unique code as given to you by your supervisor.

Operator ID

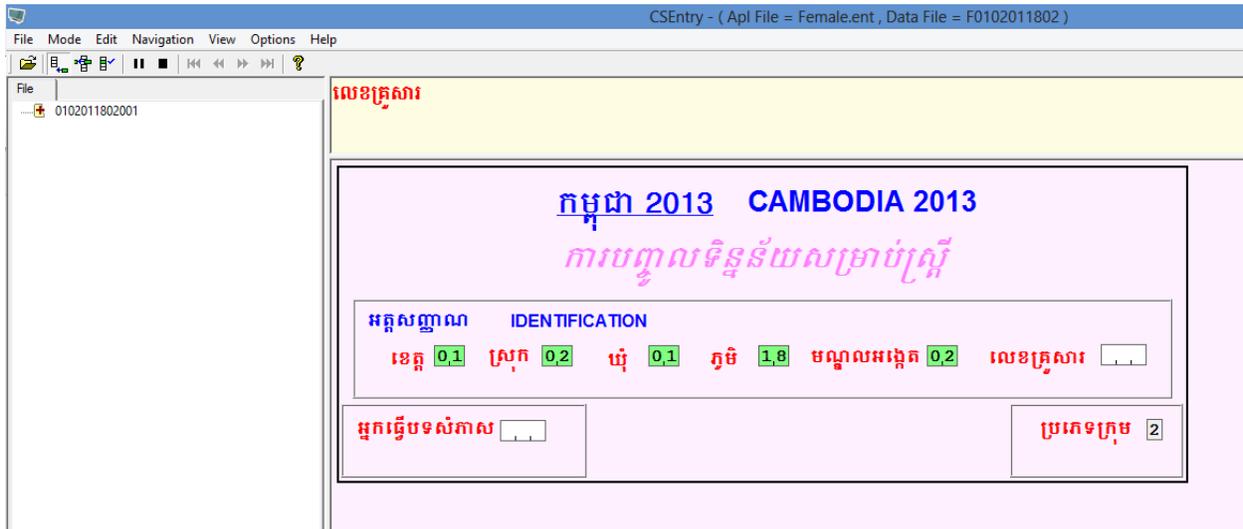
0101

OK

Click "OK", and you will be directed to the main data entry screen (shown below).

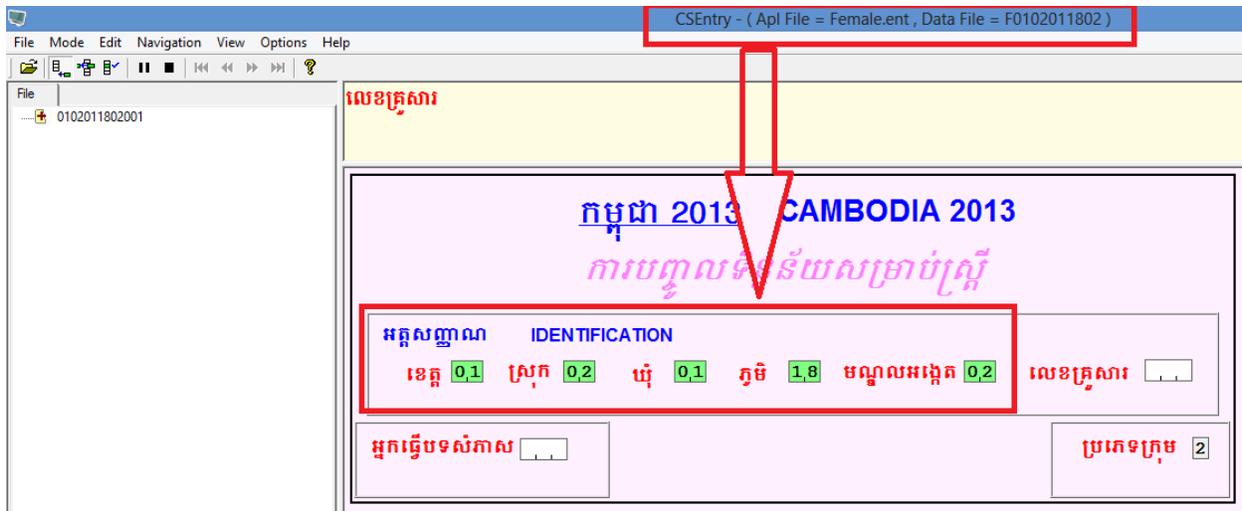
### 3. Start the CSPro Data Entry Application

The CSPro program will start automatically after setting up the data file. You can only access CSPro through the MS Access control panel, and you must go through the EA selection process each time.



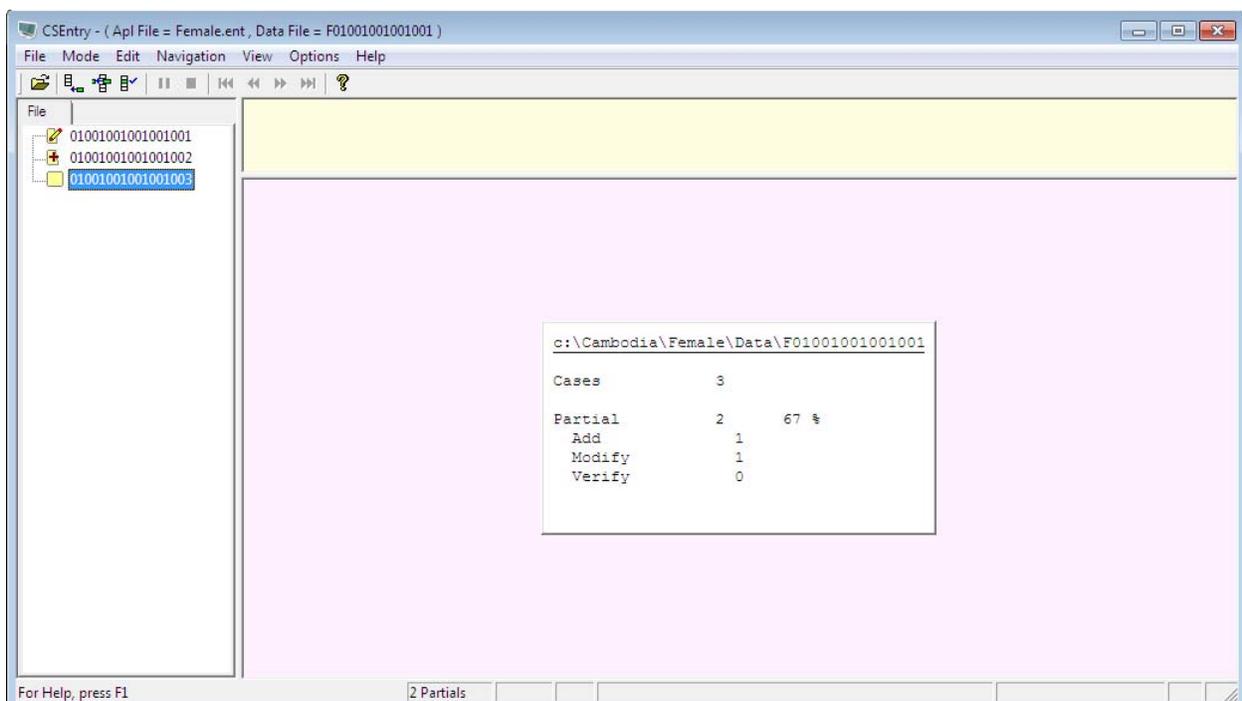
On the screenshot above, we can see the main screen of CSPro is divided in three different panes. The white vertical pane at the left of the screen shows the cases tree which contains the cases or households that are already entered. The yellow horizontal pane at the top of the screen is the CAPI window, which shows you the current field question, and may also contain some instructions or help. The larger pane is the entry form and contains all the fields or questions of the survey.

Please note that the file name appears in the upper left corner. This number should be the same as the Identification Code and is the same that we selected before in the control panel screen. The control panel will set up the correct file number automatically for you - verify that this is correct. In the example below, you can see the Female cluster code 0102011802 (Province 01, District 02, Commune 01, Village 18, and EA 02) data file:

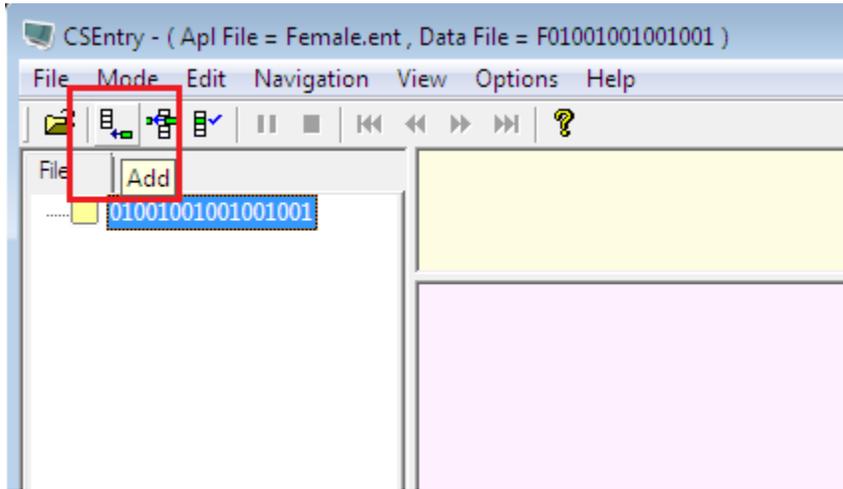


Note that the screen background color is pink for the Female Data entry and blue for the Male Data Entry application. This is to help prevent accidentally entering data into the wrong application.

If you have finished entering a case, CSEntry will automatically start a new case or household, if you press the “ESC” key at this time, you will get a CSEntry summary screen, which is a summary of all your cases or households entered.



To start a new case, click on the “ADD” icon on the menu bar or use the shortcut key “Ctrl+a”



The application begins with the Identification Section of the Visit Record Form questionnaire.

#### 4. Information for Entering Data

##### 1. How to Enter Data

To enter data, you can use the physical keyboard of your netbook or a virtual keyboard on the screen using your stylus pen. The stylus pen is located on the right side of your netbook.

You can activate the on-screen keyboard by clicking or tapping the keyboard icon next to the Windows Start Menu.



You will see this new window:



You can enter data by clicking or tapping on the keys in this on-screen keyboard.

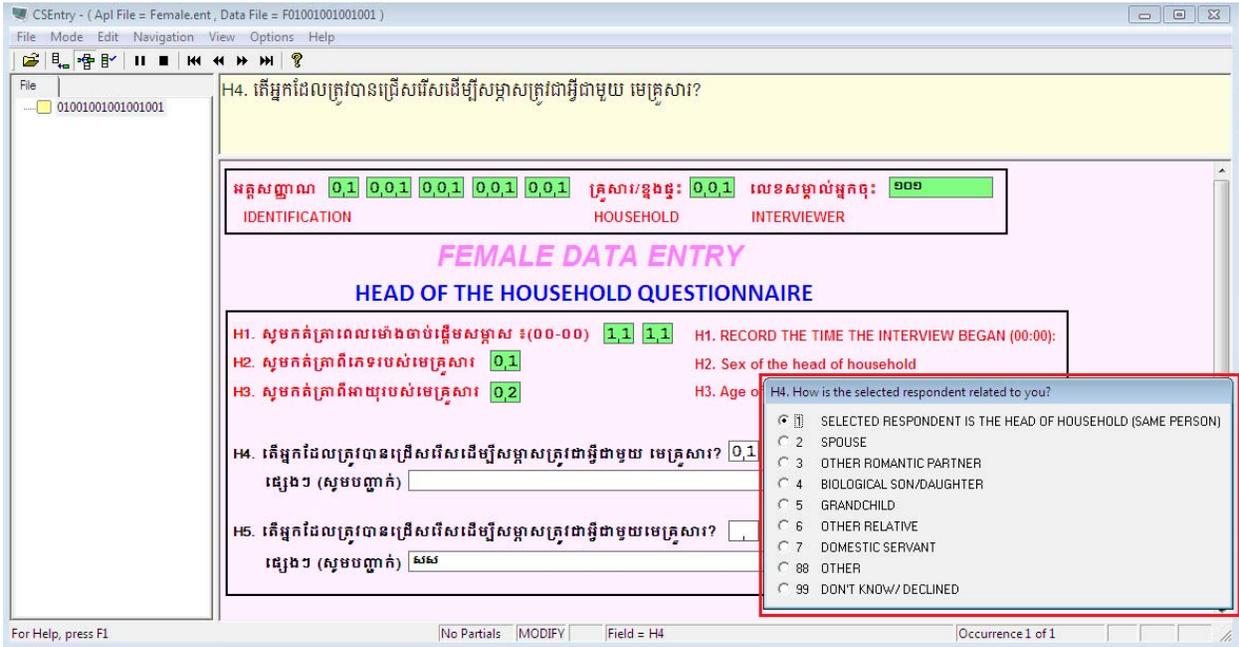
##### 2. Font Color Codes

The data entry program has different colors of fonts on the main screen and the CAPI window; the following table describes the meaning of each color:

Font Color	Meaning
Blue, Black	Please read all text of the question to the interviewed person
Green	This text must NOT be read aloud - these are instructions for the ENUMERATOR ONLY
Red	This text must NOT be read aloud - these are questions that must be filled by the ENUMERATOR by observation or have been automatically completed by CSPPro.

##### 3. Question responses

To pick a response for each question, CSPro will show a pop-up menu to allow you to choose the appropriate response. You can use the netbook keyboard or the on-screen keyboard to enter the code number, or you also can use your stylus or touchpad and tap your response.



## 5. Filling out the Questionnaire in CSPro

### 5.1 Identification Section

CSPro will generate a unique code for the current EA based on your selection in the control panel. You will enter the household number.

អត្តសញ្ញាណ		IDENTIFICATION									
ខេត្ត	0,1	ស្រុក	0,0,1	ឃុំ	0,0,1	ភូមិ	0,0,1	EA	0,0,1	គ្រួសារ/ខ្នងផ្ទះ	0,0,1
PROVINCE		DISTRICT		COMMUNE		VILLAGE		EA		HOUSEHOLD	

The Household Number is a unique number in each EA. If you enter 2 households with the same number, CSPro will show the following error message:

កម្ពុជា 2013		CAMBODIA 2013									
ការបញ្ចូលទិន្នន័យសម្រាប់ស្ត្រី											
អត្តសញ្ញាណ		IDENTIFICATION									
ខេត្ត	0,1	ស្រុក	0,1	ឃុំ	0,1	ភូមិ	0,1	មណ្ឌលអង្កេត	0,1	លេខគ្រួសារ	,,1
អ្នកធ្វើបទសំភាស		Entry Message (W 92101)									
		Case ids '0101010101001' duplicate an existing case! Case ids must be unique.									
		OK									

Please verify that you are entering the correct information in order to continue entering data. If your information is correct and CSPro continues showing this message, please consult with your supervisor to fix the problem.

### 5.2 Interviewer Code and Cluster Type

Please enter your assigned Interviewer code.

The “Cluster Type” is a write-protected field, and you cannot enter data here. This field is filled automatically by CSPro.

អ្នកធ្វើបទសំភាស	0,0,1	ប្រភេទក្រុម	2
-----------------	-------	-------------	---

### 5.3 Visit Record Form

The visit record form must be filled out for each household you approach, beginning with the column VISIT 1. In this column, enter number 1 for Visit Number, and enter the date of the visit. When you click on the box marked HOUSEHOLD LISTING RESULT, CSPro will display the options for possible results. If you enter code “8 - People at Home” CSPro will continue the data entry. If you enter codes between 3 and 7, this provides various reasons for why you cannot reach a person to interview. Some of these codes will result in continuing to a second or third visit (no one home), and some will result in the determination that an interview cannot be completed here and the termination of this case (Unoccupied, Demolished, Refused). The table below describes the codes of the HOUSEHOLD LISTING RESULT and the action that CSPro follow in each case.

HOUSEHOLD LISTING RESULT	Action
8 People at home	CSPro will continue with the interview
3 Unoccupied/ Vacant/ Abandoned House	CSPro will finish the interview;
4 No one Home	CSPro will finish the interview; you have to reschedule the visit in the FIELD NOTES.
5 Demolished Home	CSPro will finish the interview;
6 Refused	CSPro will finish the interview;
7 Other	CSPro will finish the interview; you have to describe this particular event in the FIELD NOTES.

**កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា**

	ចុះសំភាស 1	ចុះសំភាស 2	ចុះសំភាស 3
ចុះសំភាស	1	0	
ថ្ងៃខែចុះសំភាស : ថ្ងៃ	11		
ថ្ងៃខែចុះសំភាស :ខែ	11		
ថ្ងៃខែចុះសំភាស ឆ្នាំ	2012		
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រូសារ	8		

Household Listing Result

- People at home
- 3 Unoccupied/ Vacant/ Abandoned House
- 4 No one Home
- 5 Demolished Home
- 6 Refused
- 7 Other

If you have to visit the household a second time or third time, fill out the appropriate codes in columns VISIT 2 and VISIT 3.

If people are home and you want to move on to the following screen, enter “0” in the “Visit Number” field for VISIT 2 or VISIT 3 to continue.

**កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា**  
**VISIT RECORD FORM**

	ចុះសំភាស 1 VISIT 1	ចុះសំភាស 2 VISIT 2	ចុះសំភាស 3 VISIT 3
ចុះសំភាស Visit Number	1	2	0
ថ្ងៃខែចុះសំភាស : ថ្ងៃ Visit Date -Day	1,0	1,0	
ថ្ងៃខែចុះសំភាស : ខែ Visit Date -Month	1,0	1,0	
ថ្ងៃខែចុះសំភាស : ឆ្នាំ Visit Date -Year	2,0,1,2	2,0,1,2	
លទ្ធផលនៃការធ្វើបញ្ជីគ្រួសារ Household Listing Result	0	0	

Visit Number  
 No more visits

At the conclusion of an interview, CSPro will automatically fill in Result Codes based on what you entered in the Visit Record Form. If you are unable to find people at home after three visits, or if the selected household is unoccupied, vacant, abandoned, demolished, or if someone refuses to participate, CSPro will skip to the Final Result Codes and will fill it in automatically.

**កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា**  
**VISIT RECORD FORM**

ចុះសំភាស Visit Number	1			<b>FINAL CODE</b> 1 0,1 1,0 2,0,1,2 4	<b>កំណត់ត្រាពេលចុះសំភាស</b> សរសេរមេរៀនពេលចុះសំភាស Field Notes Visit 2 Field Notes Visit 3 Field Notes Visit Final សរសេរមេរៀនពេលចុះសំភាស
ថ្ងៃខែចុះសំភាស : ថ្ងៃ Visit Date -Day	0,1				
ថ្ងៃខែចុះសំភាស : ខែ Visit Date -Month	1,0				
ថ្ងៃខែចុះសំភាស : ឆ្នាំ Visit Date -Year	2,0,1,2				
លទ្ធផលនៃការធ្វើបញ្ជីគ្រួសារ Household Listing Result	4			4	
លទ្ធផលគម្រោងសិក្សាគ្រួសារ Household Questionnaire Result	4			4	
លទ្ធផលគម្រោងសិក្សាសំណើប្រើប្រាស់ Respondent Questionnaire Result	4			4	

**Example 1:** You first approach a house and find that it is clearly occupied but there is no one home. In the Household Listing Result, enter the code 4 “No one Home”.

**កំណត់ត្រាលើបែបបទពេលចុះសំគាល់ - កម្ពុជា**

	ចុះសំគាល់ 1	ចុះសំគាល់ 2	ចុះសំគាល់ 3
ចុះសំគាល់	1	0	□
ថ្ងៃខែចុះសំគាល់ : ថ្ងៃ	11	□	□
ថ្ងៃខែចុះសំគាល់ : ខែ	11	□	□
ថ្ងៃខែចុះសំគាល់ ឆ្នាំ	2,0,1,2	□	□
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រីសារ	4	□	□

Household Listing Result

- 8 People at home
- 3 Unoccupied/ Vacant/ Abandoned House
- 4 No one Home
- 5 Demolished Home
- 6 Refused
- 7 Other

Then CSPro will skip to the box for Field Notes 1 on the Final Result Codes Screen. Here you can see that the system automatically generates the final Result codes. For this household the final Result codes are: Household Listing Result=4 “No one at home”, Household Questionnaire Result=4 “Not Available”, Respondent Questionnaire Result=4 “Not Available”. Please enter the appropriate Field Notes, in this case could be “Will try again tomorrow 11/12/2012”. Then the entry of this household is finished for the day, and you will enter visit information into column 2 the following day when you return.

**កំណត់ត្រាលើបែបបទពេលចុះសំគាល់ - កម្ពុជា**

**VISIT RECORD FORM**

ចុះសំគាល់ Visit Number	1	□	□	<b>FINAL CODE</b> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1,0</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1,0</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2,0,1,2</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4</div>	<b>កំណត់ត្រាលើពេលចុះសំគាល់</b>		
ថ្ងៃខែចុះសំគាល់ : ថ្ងៃ Visit Date -Day	1,0	□	□				
ថ្ងៃខែចុះសំគាល់ : ខែ Visit Date -Month	1,0	□	□				
ថ្ងៃខែចុះសំគាល់ ឆ្នាំ Visit Date -Year	2,0,1,2	□	□				
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រីសារ Household Listing Result	4	□	□				
លទ្ធផលនៃការស្រាវជ្រាវសំណួរមេត្រីសារ Household Questionnaire Result	4	□	□				
លទ្ធផលនៃការស្រាវជ្រាវសំណួរឆ្លើយតបរបស់ចុះសំគាល់ Respondent Questionnaire Result	4	□	□				

**Example 2:** You first approach a house, and it is Abandoned. Enter the code 3 “Unoccupied, Vacant, abandoned House” in the Household Listing Result field.

កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា			
	ចុះសំភាស 1	ចុះសំភាស 2	ចុះសំភាស 3
ចុះសំភាស	1	0	
ថ្ងៃខែចុះសំភាស : ថ្ងៃ	11		
ថ្ងៃខែចុះសំភាស :ខែ	11		
ថ្ងៃខែចុះសំភាស ឆ្នាំ	2012		
លទ្ធផលនៃការធ្វើបញ្ជីមេគ្រួសារ	3		

Household Listing Result

- 8 People at home
- 3 Unoccupied/ Vacant/ Abandoned House
- 4 No one Home
- 5 Demolished Home
- 6 Refused
- 7 Other

The system will skip automatically to the question Field Notes 1 in the Final Result Codes Screen, and will automatically generate the final Result codes for this household. The final Result codes are: Household Listing Result=3 “Unoccupied, Vacant, Abandoned House”, Household Questionnaire Result=4 “Not Available”, Respondent Questionnaire Result=4 “Not Available”. We do not need a second visit because there will be no possible respondents at this household. Please enter the appropriate Field Notes if necessary, and save and finish this case.

This example is also valid when you have a household with the Household Listing Form Results 5 “Demolished Home” and 6 “Refused”.

**Example 3:** You first approach a household, and someone is at home. Enter in the Household Listing Form Result field 8 “People at Home” in Column 1

**កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា**

	ចុះសំភាស 1	ចុះសំភាស 2	ចុះសំភាស 3
ចុះសំភាស	1	0	
ថ្ងៃខែចុះសំភាស : ថ្ងៃ	11		
ថ្ងៃខែចុះសំភាស : ខែ	11		
ថ្ងៃខែចុះសំភាស ឆ្នាំ	2,0,1,2		
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រូសារ	0		

Household Listing Result

- People at home
- 3 Unoccupied/ Vacant/ Abandoned House
- 4 No one Home
- 5 Demolished Home
- 6 Refused
- 7 Other

Then enter “0 – no more visits” in the Visit Number box of Column 2.

**កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា**

**VISIT RECORD FORM**

	ចុះសំភាស 1 VISIT 1	ចុះសំភាស 2 VISIT 2	Visit Number
ចុះសំភាស Visit Number	1	0	0 No more visits 1 2 3
ថ្ងៃខែចុះសំភាស : ថ្ងៃ Visit Date -Day	1,0		
ថ្ងៃខែចុះសំភាស : ខែ Visit Date -Month	1,0		
ថ្ងៃខែចុះសំភាស ឆ្នាំ Visit Date -Year	2,0,1,2		
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រូសារ Household Listing Result	0		

CSPro will then continue with the Household Listing Form (Form A).

**Note:** If you are on your second or third visit, you have to pay attention to some logic checks that CSPro performs during the entry.

**Example 4:** If you entered the Household Listing Result 8 “People at home” in the previous visit, CSPro will not allow you to change this code for your second visit; you must enter 8 in the next visit in the Household Listing Result. If you enter a different Household Listing Result you will have the following error message, and you need to correct it by entering 8.

កំណត់ត្រាលើបែបបទពេលចុះសំភាស - កម្ពុជា			
	ចុះសំភាស 1	ចុះសំភាស 2	ចុះសំភាស 3
ចុះសំភាស	1	2	
ថ្ងៃខែចុះសំភាស : ថ្ងៃ	1,1	1,2	
ថ្ងៃខែចុះសំភាស :ខែ	1,1	1,1	
ថ្ងៃខែចុះសំភាស ឆ្នាំ	2,0,1,2	2,0,1,2	
លទ្ធផលនៃការធ្វើបញ្ជីមេត្រូសារ	8	3	

Household Listing Result

- 8 People at home
- 3 Unoccupied/ Vacant/ Abandoned House
- 4 No one Home
- 5 Demolished Home
- 6 Refused
- 7 Other

Entry Message (U 11)

"Please check the H. Listing Result of the VISIT(2) must be the same of the H. Listing Result of the VISIT(1) (PEOPLE AT HOME =0)"

OK

## 5.4 Household Listing Form (Form A)

### a. Identification Section

The Identification Section of the Household Listing Form will be filled in automatically with the unique cluster number. These fields are system-protected and are color-coded in gray.

When you approach the household member, you must read the INTRODUCTION that appears on the screen. Remember that you have to read any text in Blue or Black.

ខេត្ត 
ស្រុក 
ឃុំ 
ភូមិ 
មណ្ឌលអង្កេត 
លេខគ្រួសារ 
លេខសម្គាល់អ្នកចុះ

**ទម្រង់បែបបទចុះបញ្ជីគ្រួសារ/ខ្នងផ្ទះ**

សេចក្តីផ្តើម : ខ្ញុំជាអ្នកចុះសម្ភាសម្នាក់ ក្នុងចំណោមក្រុមអ្នកចុះសម្ភាសជាច្រើនរូប ដែលចុះធ្វើការអង្កេតស្រាវជ្រាវថ្នាក់ជាតិមួយ គាំទ្រដោយវិជ្ជាស្ថានជាតិស្ថិតិ។ យើងខ្ញុំកំពុងចុះធ្វើអង្កេតមួយក្នុងមូលដ្ឋានលោកអ្នក ទៅលើស្ថានភាពសុខភាព ស្ថានភាពការអប់រំ និងបទពិសោធន៍ក្នុងជីវិតរស់នៅរបស់មនុស្សវ័យក្មេងៗ នៅក្នុងព្រះរាជាណាចក្រកម្ពុជា។ ដើម្បីយើងខ្ញុំធ្វើអង្កេតបាន គឺជាដំបូង យើងខ្ញុំត្រូវដឹងចំនួនមនុស្សទាំងអស់ ដែលរស់នៅក្នុងគ្រួសារ/ក្នុងផ្ទះនេះ ជាមុនសិន។ យើងខ្ញុំមិនសរសេរឈ្មោះនរណាម្នាក់ដាក់ ក្នុងឯកសារទេ។ បើលោកអ្នកយល់ព្រម នោះយើងខ្ញុំចង់ឮពីគ្រប់សមាជិកទាំងអស់ ដែលរស់នៅក្នុងគ្រួសារ/ក្នុងផ្ទះនេះ និងពីភ្ញៀវ/ សាច់ញាតិ ដែលបច្ចុប្បន្នកំពុងរស់នៅ/ស្នាក់នៅទីនេះដែរ ដែលយើងខ្ញុំសុំសរសេរកត់អាយុ ថ្ងៃខែឆ្នាំកំណើត និងភេទ។ ប៉ុន្តែ លោកអ្នកពុំចាំបាច់ប្រាប់ឈ្មោះពួកគេដល់យើងខ្ញុំទេ។ ផ្អែកលើលទ្ធផលនៃការចុះឈ្មោះ និងការកំណត់ជ្រើសរើស គឺយើងខ្ញុំនឹង សុំនិយាយជាមួយមេគ្រួសារ និងជាមួយសមាជិកក្នុងគ្រួសារ ដែលមានអាយុ ១៣-២៤ ឆ្នាំ ដែលយើងខ្ញុំកំណត់ជ្រើសរើសព្រាវ ឲ្យចូលរួមឆ្លើយតបសំណួរសម្ភាស។

បន្តទៅបញ្ជីគ្រួសារ

CONTINUE HHL

1

1 PLEASE ENTER 1 TO CONTINUE

After you have finished reading the Introduction of the Household Listing Form, enter or tap 1 in the field CONTINUE HHL to continue with the next screen.

### b. Household Members Listing Form

The list of the members of the household must be filled out beginning with the Number of people living at the Household. This number allows CSPro to automatically provide you with the right number of lines for you to enter in the table below. In this example we are entering 5 people living in this household:

ទម្រង់បែបបទចុះបញ្ជីគ្រួសារ/ខ្នងផ្ទះ

HOUSEHOLD LISTING FORM

Number of people living in this household

The first line of the table always corresponds to the Head of Household (“HOH”).

Household Member Line	អាយុ Age	ថ្ងៃ ខែ ឆ្នាំ កំណើត -ថ្ងៃ Date of Birth -Day	ថ្ងៃ ខែ ឆ្នាំ កំណើត -ខែ Date of Birth -Month	ថ្ងៃ ខែ ឆ្នាំ កំណើត - ឆ្នាំ Date of Birth -Year	ភេទ Sex	បញ្ជាក់ថាសមាជិកក្នុងគ្រួសារ រស់នៅក្នុងផ្ទះនេះ។ (អ្នកផ្ទះ ឬ ភ្ញៀវមកលេង Confirm that the Household Member lives in this house. (RESIDENT, or VISITOR)	Eligible Household Member	
មេគ្រួសារ HOH	00	40	01	08	1972	1	1	00

The first variable is the Number of Household Member which is generated automatically by CSPro. The first line is “00”, and continues sequentially until the last household member line is entered. Please be very careful when you are entering the Sex and the Residence Status for the members of the household, as these fields are used in the selection of eligible respondents. See below for an example of a Household Members Listing Form filled out for 5 people:

**បញ្ជាក់ថាមេគ្រួសាររស់នៅក្នុងផ្ទះនេះ ឬទេ ? (ចម្លើយសម្រាប់មេគ្រួសារ គួរតែ ‘បាទ/ចាស’ ជានិច្ច) (អ្នកផ្ទះ ឬ ភ្ញៀវមកលេង)**

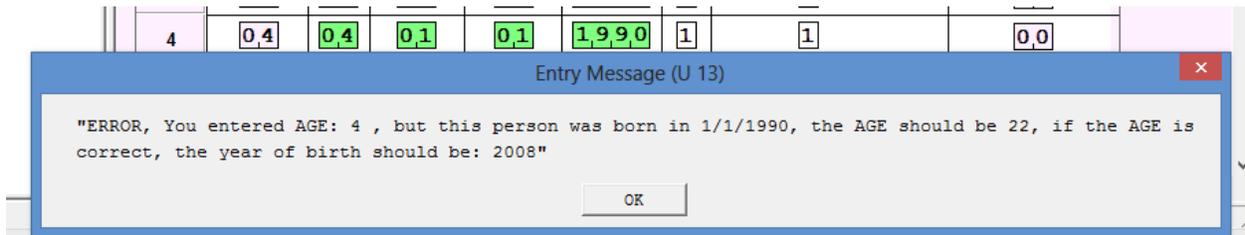
### ទម្រង់បែបបទចុះបញ្ជីគ្រួសារ/ខ្នងផ្ទះ

ចំនួនមនុស្សដែលកំពុងរស់នៅក្នុងគ្រួសារនេះ: **05**

សូមអាន : សូមប្រាប់យើងខ្ញុំនូវចំនួនមនុស្សទាំងអស់ដែលរស់នៅក្នុងផ្ទះនេះ រាប់ពីអ្នកដែលចាស់ជាងគេដល់អ្នកដែលមានអាយុតិចបំផុត ប៉ុន្តែលោកអ្នកពុំចាំបាច់ប្រាប់ឈ្មោះពួកគេដល់យើងខ្ញុំឡើយ។  
សូមលោកអ្នកប្រាប់អាយុ ឆ្នាំ ខែ ថ្ងៃ ភេទរបស់ពួកគេដល់យើងខ្ញុំ

	លេខបន្ទាត់	អាយុ	ថ្ងៃ ខែ ឆ្នាំ កំណើត -ថ្ងៃ	ថ្ងៃ ខែ ឆ្នាំ កំណើត - ខែ	ថ្ងៃ ខែ ឆ្នាំ កំណើត - ឆ្នាំ	ភេទ	បញ្ជាក់ថាសមាជិកក្នុងគ្រួសារ រស់នៅក្នុងផ្ទះនេះ។ (អ្នកផ្ទះ ឬ ភ្ញៀវមកលេង)	អ្នកអាចផ្តល់ចម្លើយ
មេគ្រួសារ HOH	00	40	01	08	1972	1	1	00
1	01	38	01	08	1974	2	1	00
2	02	20	01	01	1992	2	1	01
3	03	13	01	01	1999	2	1	Household Member live in this house <input checked="" type="radio"/> 1 YES <input type="radio"/> 2 NO
4	04	04	01	01	2008	1	1	
5								
6								
7								

When you are entering the Age and Date of Birth of the household member, CSPro calculates the current age based on the date of birth. If these do not match, CSPro will show a Warning Message. In this case, please confirm the age and date of birth of the person, and correct if necessary.



Once you have added the correct number of household members, a box will pop up to confirm the number of eligible respondents. Eligible respondents will be between 13-24 of the correct gender, and will live in the household. In the example below, we can see that there are 2 eligible female household members.

READ: Please, could you identify all of the people who live in this home, starting with the head of household and then the remaining household members. You only have to identify the remaining household members.

Entry Message (U 27)

"Please confirm that this household has 2 Eeligible Respondents"

Household Member Line	Age	Gender	Date of Birth - Day	Date of Birth - Month	Date of Birth - Year	Confirm that the Household Member lives in this house. (RESIDENT, or VISITOR)	Member
HOH	00	40	01	08	1972	1	00
1	01	38	01	08	1974	2	00
2	02	20	01	01	1992	2	01
3	03	13	01	01	1999	2	02
4	04	04	01	01	2008	1	00

c. Selection of Respondent to be Interviewed

Click the “OK” button in the box to confirm the number of eligible respondents.

CSPro will randomly select one of the eligible respondents to be interviewed for the survey, and you will see a message confirming the Line Number, Age, and Date of Birth of the selected respondent - please click or tap on the “OK” button to continue.

READ: Please, could you identify all of the people who live in this home, starting with the head of household and then the remaining household members. You only have 15 seconds.

Entry Message (U 15)  
"I randomly selected the person number 2, AGE: 20, DATE of Birth: 1/1/1992"

OK

Line	កំណើត -ថ្ងៃ Date of Birth -Day	កំណើត -ខែ Date of Birth -Month	ឆ្នាំ Date of Birth -Year	ប្រធានគ្រួសារ Confirm that the Household Member lives in this house. (RESIDENT, or VISITOR)	Member			
ក្រសួង HOH	00	40	01	08	1972	1	1	00
1	01	38	01	08	1974	2	1	00
2	02	20	01	01	1992	2	1	01
3	03	13	01	01	1999	2	1	02
4	04	04	01	01	2008	1	1	00

**Note:** If we have a household where no household members meet the criteria to be interviewed, CSPro will display a confirmation message that there are no eligible respondents in the household.

ទម្រង់បែបបទចុះបញ្ជីគ្រួសារ/ខ្នងផ្ទះ: HOUSEHOLD LISTING FORM

Number of people living in this household 03

សូមអាន : សូមប្រាប់យើងខ្ញុំនូវចំនួនមនុស្សទាំងអស់ដែលរស់នៅក្នុងផ្ទះនេះ រាប់ពីអ្នកដែលចាស់ជាងគេដល់អ្នកដែលមានអាយុរឹតតែបំផុត ប៉ុន្តែលោកអ្នកពុំចាំបាច់ប្រាប់ឈ្មោះពួកគេដល់យើងខ្ញុំឡើយ។ សូមលោកអ្នកប្រាប់អាយុ និងភេទរបស់ពួកគេដល់យើងខ្ញុំ

READ: Please, could you identify all of the people who live in this home, starting with the head of household and then the remaining household members. You only have 30 seconds.

Entry Message (U 27)  
"Please confirm that this household has 0 Eligible Respondents"

OK

Household Member Line	កំណើត -ថ្ងៃ Date of Birth -Day	កំណើត -ខែ Date of Birth -Month	ឆ្នាំ Date of Birth -Year	ប្រធានគ្រួសារ Confirm that the Household Member lives in this house. (RESIDENT, or VISITOR)	Member			
ក្រសួង HOH	01	31	12	11	1981	1	1	00
1	02	21	01	08	1991	2	2	
2	03	18	01	01	1994	2	2	
3								

Household Member live in this house  
 1 YES  
 2 NO  
 9 NO RESPONSE

In this case, CSPro will skip to the Consents and Head of Household section.

## 5.5 Consent Forms

The Consent forms are the following:

- Form B. Information and consent form -Parent/Guardian of dependant Respondent (Only for Selected Respondent between 13 and 17 years old)
- Form C. Information and consent form for Heads of Household, Non-dependant respondent for participation in household questionnaire.
- Form D. Initial information form –Respondent
- Form E. Consent/Assent form –Respondent

In each form, CSPro will show you a series of screens including text to read aloud and instructions to help you conduct the interview. CSPro will display more than one screen per each consent form due to the length of these forms. You have to read the full contents of each screen to the interviewed person and follow all instructions in order to get informed consents from heads of household, parents/guardians, and respondents to continue with the survey questionnaires.

The information collected in the consents forms is very important, so please take your time and make sure there are no questions before continuing onto the next screen.

## 5.6 Head of Household and Individual Questionnaire

### Types of Questions

We have several types of questions for which we will enter the data.

- Simple Questions – single response
- Numeric Response Questions
- Multiple Response Questions
- Other, Specify Responses

#### a. Simple Questions – single response

These questions comprise the majority of the questionnaire. They require only one response, and the system will move automatically to the next appropriate question based on the chosen response.

In the next example, you can see that CSPro only allows one number to be entered through a check box window; in this case the number entered is “2”. By entering “2”, CSPro will skip automatically to question F7.

The screenshot shows a questionnaire interface with three questions: F3, F4, and F5. F3 has a value of 0,1. F4 has a value of 0,2. F5 is partially visible. A pop-up window for F4 is open, showing three radio button options: 1 YES, 2 NO (selected), and 99 DON'T KNOW/ DECLINED.

If you enter an inappropriate response option through the keyboard, CSPro will return a warning message - click on OK and enter the correct response in order to continue entering data.

The screenshot shows the same questionnaire interface as above, but with a warning dialog box overlaid. The dialog box contains the text: "WARNING: Out of range! Please enter a valid value for F4". There is an "OK" button. In the background, question F4 has a value of 9,8 entered, and the radio button options are visible.

## b. Numeric Response Questions

These are open-ended numeric questions which include items like time), number of rooms, age, etc. CSPro was programmed to allow a specified range of responses. You can recognize these types of questions because in these questions CSPro will not display a pop-up window with response options.

In the example below you can see how to enter the numeric response questions:

**FEMALE DATA ENTRY  
INDIVIDUAL QUESTIONNAIRE**

F1. សូមកត់ត្រាពេលវេលាចាប់ផ្តើមសម្ភាស ៖(00-00)

When the response is entered, CSPro will advance to the next appropriate question.

If you enter a number that is out of range, CSPro shows a warning message. Please ask the question again or double-check what you entered.

F1. សូមកត់ត្រាពេលវេលាចាប់ផ្តើមសម្ភាស ៖(00-00)

F2. តើអ្នកមានអាយុប៉ុន្មានឆ្នាំ?

**អំពីការអប់រំ**

F3. តើលោកអ្នកមានការងារអ្វី?

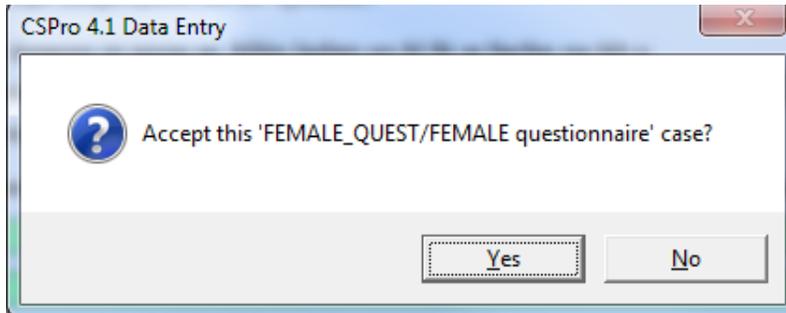
WARNING: Out of range! Please enter a valid value for MM\_BG

OK



## 5.7 Saving Entered Data

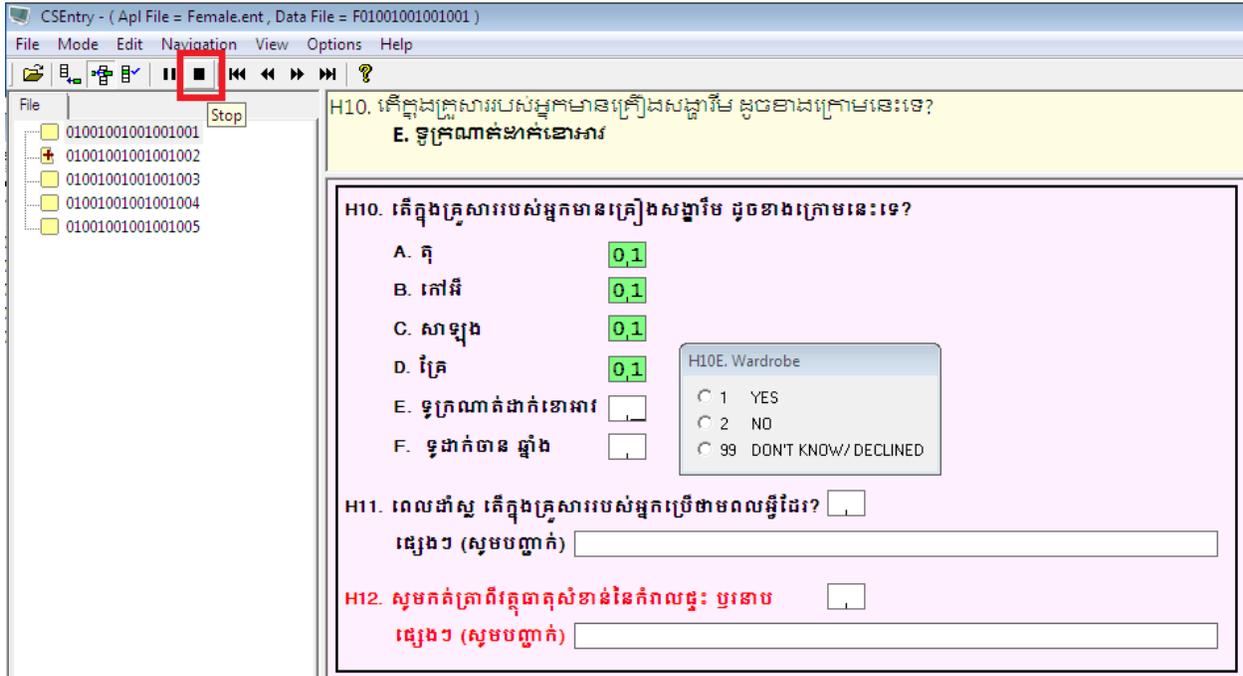
After entering the last question in the Respondent Questionnaire, CSPro will ask if you want to save the complete case. Click the “YES” button. If you click the “NO” button, the case that you had entered will not be saved and you will lose all entered information.



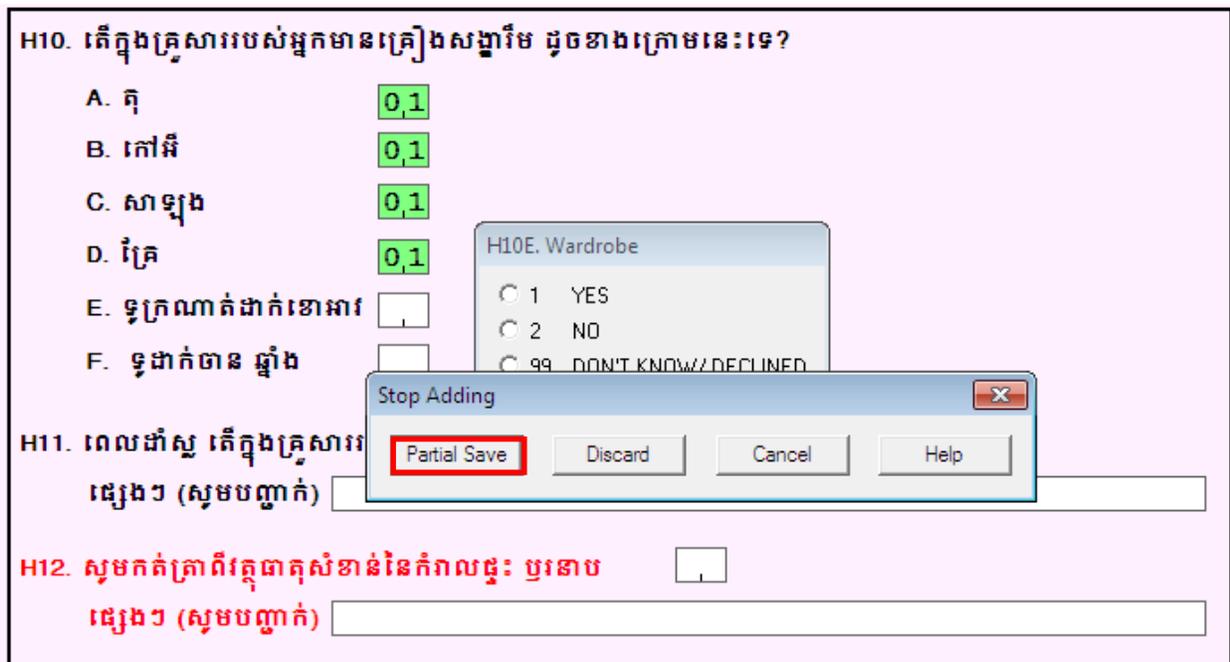
Our data entry application has also been programmed to make continuous “Partial Saves”. This helps you to avoid losing information in case your computer suddenly shuts off or if Windows crashes. If this occurs, you will lose a few questions rather than the entire case because the system will make partial saves of each section. If you need to stop the interview and come back to it later, you can also do a partial save manually.

a. Special Cases

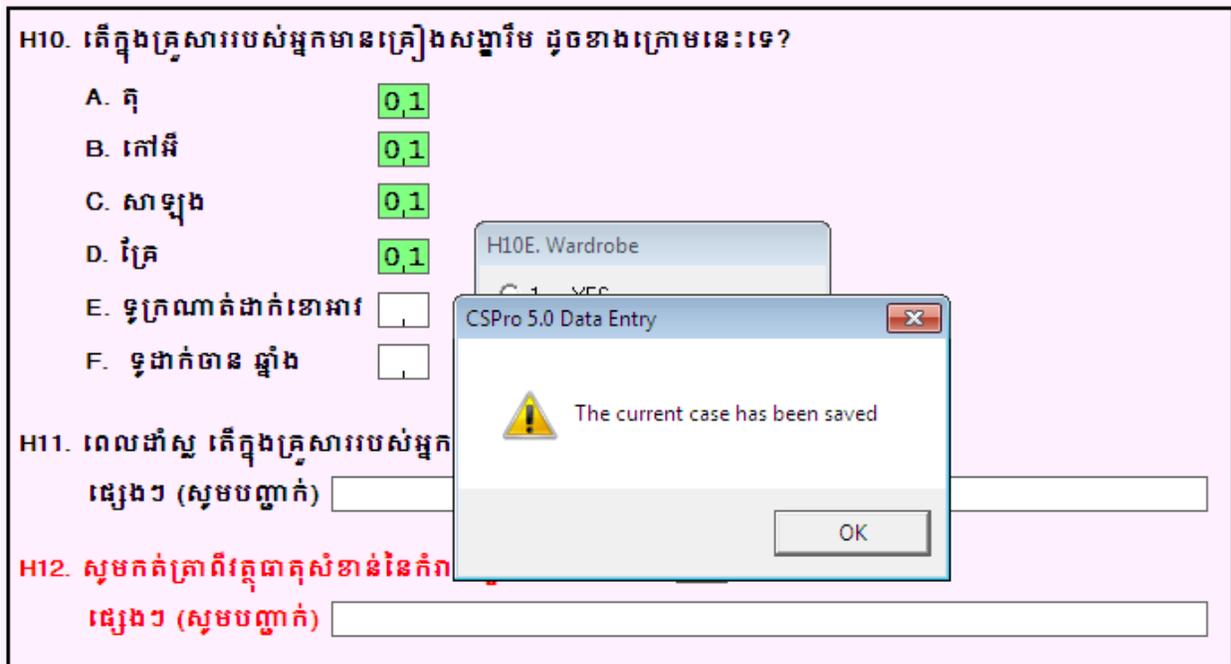
If in middle of a given interview, the respondent decides to end the interview, or decides to stop the interview for now and come back later, you can save the data already entered by pressing the Stop button which is located on the tool bar of CSEntry main window.



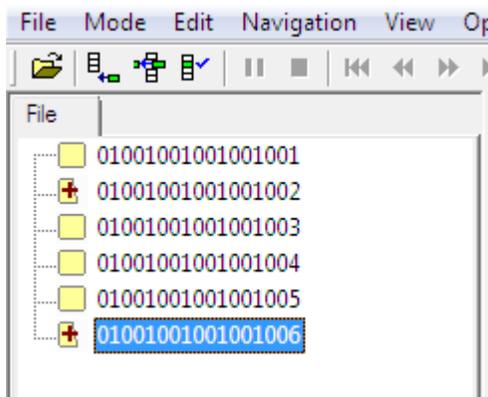
Then CPro will display the following window message:



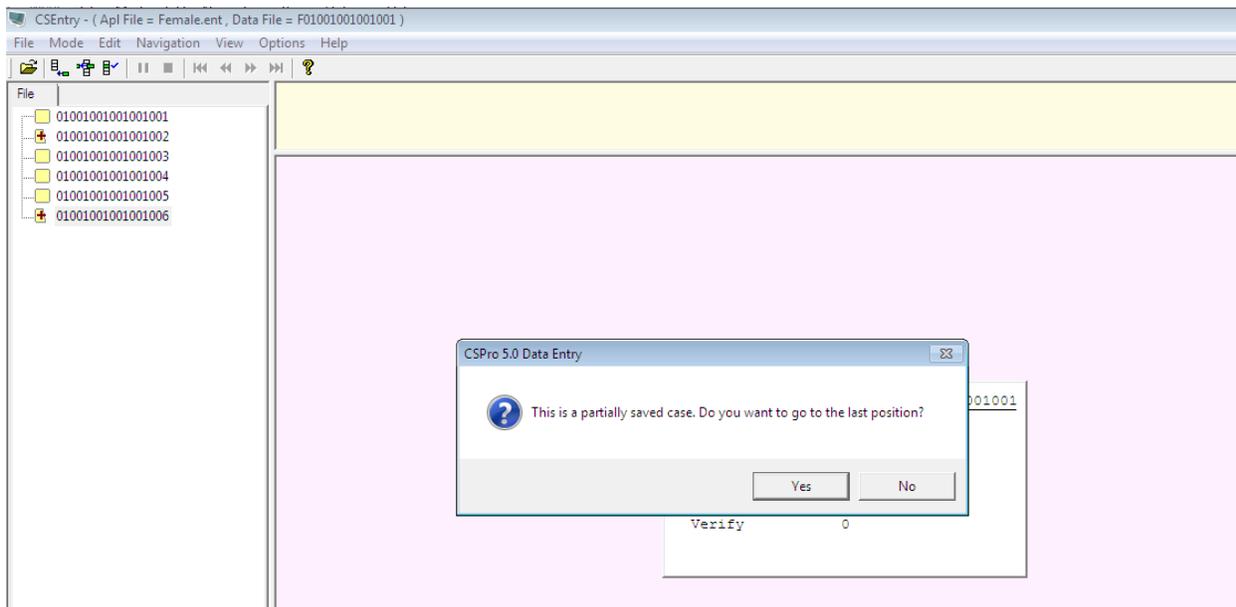
Please click on the option button “Partial Save”, and the system will save the data until the last field entered in this example until the question H10D.



In the cases tree window, which is located at the left of the screen you will see that the cases saved partially appears with a + sign on the number of household.



To return to a partially saved case, double click on the case number in the tree of households entered. CSPro will ask you if you would like to go to the last position. Click the Yes button, and CSPro will jump to the last question entered.

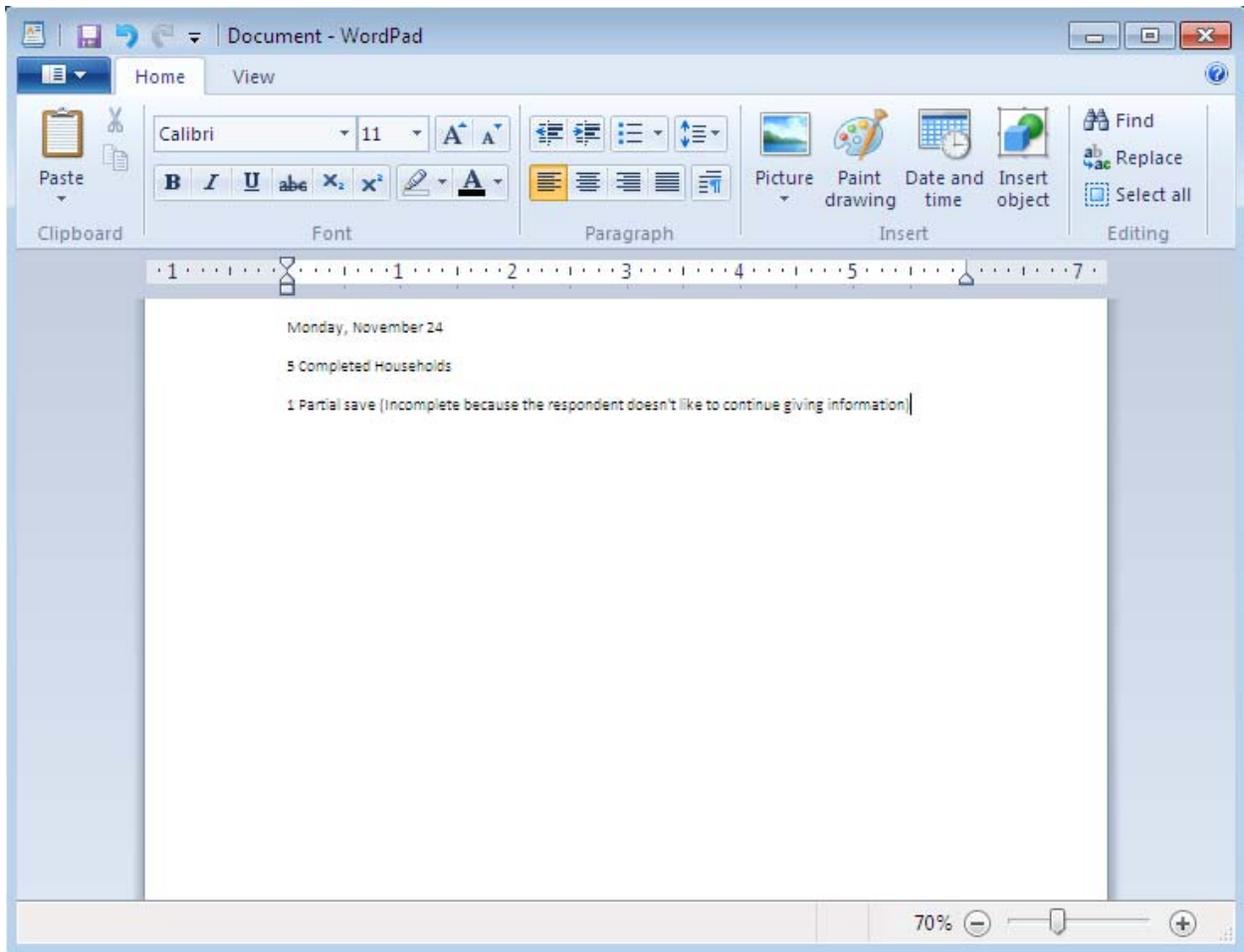


## 6. Notes in your netbook

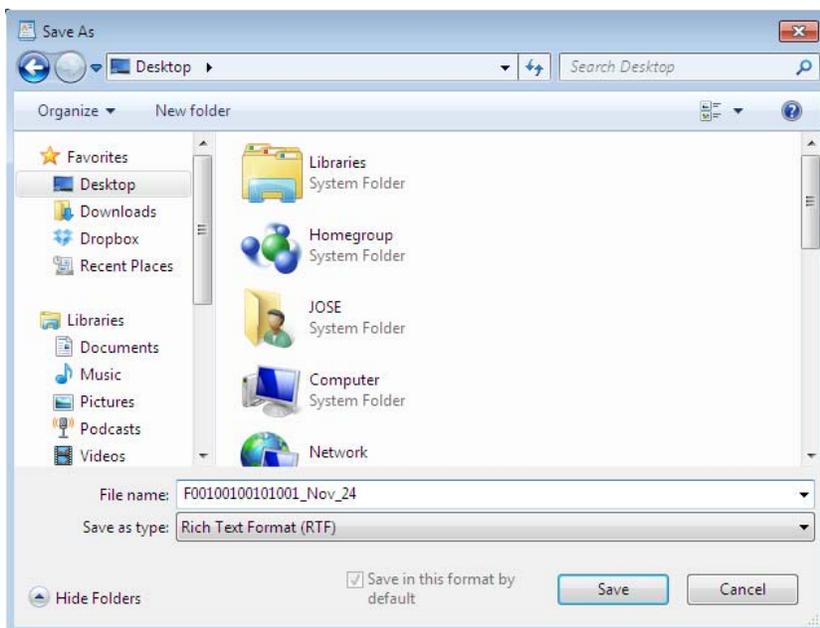
If you have observations or concerns that you have about the interviews, equipment or the CSPro system you can type your notes in your netbook through the Windows "WordPad". You will find the icon of the WordPad on your desktop, please double click to access the application.



This application is a standard electronic sheet like MS Word, but only has basic options.



You can save this document in your laptop. Please save it indicating the EA and the date.

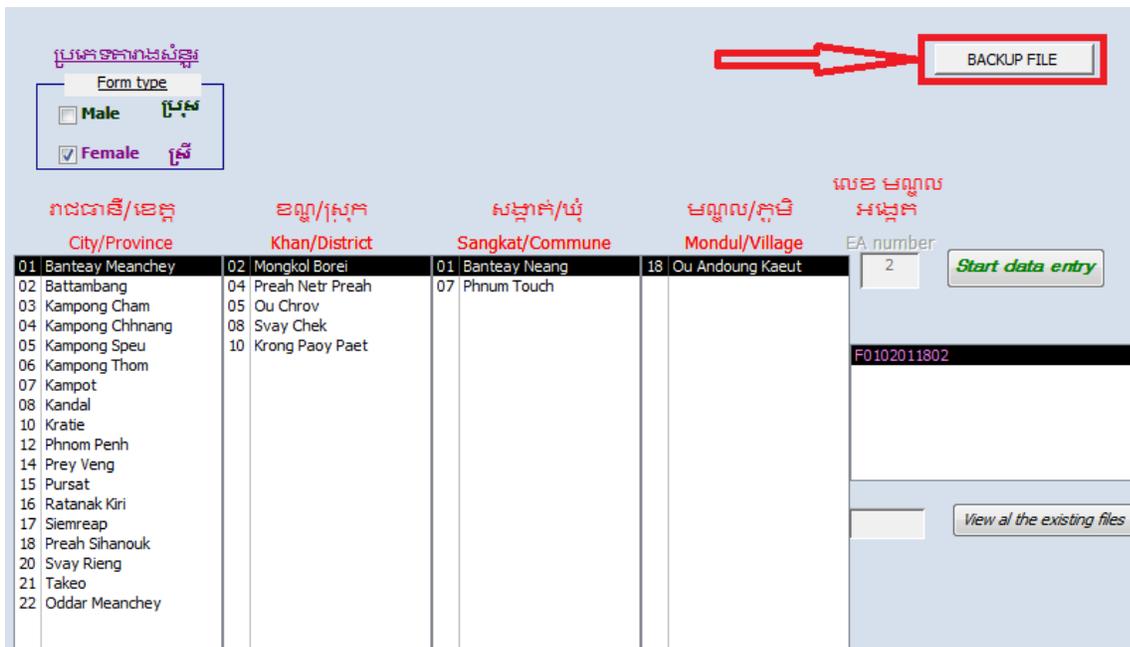


## VI. End of the day instructions

### 1. Backing-up Entered Data

1. Return to your MS Access application.

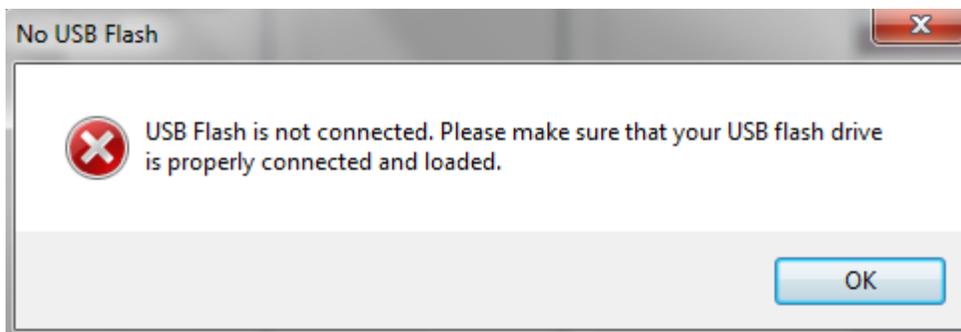
Please be careful not to modify any of the selections you previously made and click on the “BACKUP FILE” button.



The screenshot shows the MS Access application interface. At the top right, a button labeled "BACKUP FILE" is highlighted with a red rectangle and a red arrow pointing to it. Below this, there is a "Form type" section with radio buttons for "Male" and "Female". The "Female" option is selected. Below the form type section, there is a table with columns for "City/Province", "Khan/District", "Sangkat/Commune", "Mondul/Village", and "EA number". The table contains data for various locations. To the right of the table, there is a "Start data entry" button and a "View at the existing files" button.

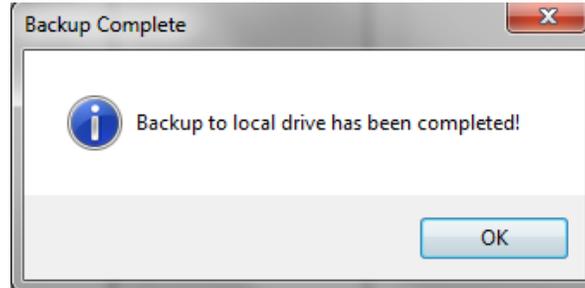
City/Province	Khan/District	Sangkat/Commune	Mondul/Village	EA number
01 Banteay Meanchey	02 Mongkol Borei	01 Banteay Neang	18 Ou Andoung Kaeut	2
02 Battambang	04 Preah Netr Preah	07 Phnum Touch		
03 Kampong Cham	05 Ou Chrov			
04 Kampong Chhnang	08 Svay Chek			
05 Kampong Speu	10 Krong Paoy Paet			
06 Kampong Thom				
07 Kampot				
08 Kandal				
10 Kratie				
12 Phnom Penh				
14 Prey Veng				
15 Pursat				
16 Ratanak Kiri				
17 Siemreap				
18 Preah Sihanouk				
20 Svay Rieng				
21 Takeo				
22 Oddar Meanchey				

A screen will pop up indicating that a thumb drive is not attached.



Simply click OK and direct the program to create a backup.

If backup is done correctly, you should see the following pop-up:



Click "OK" and proceed to close your MS Access application by clicking on the "X" button in the upper right-hand corner.

When you click on your MS Access control panel the following day, you will re-enter the EA information for the current EA or you will enter new identification information for a new EA.

## 2. Meet with your Supervisor

At the end of your work day, after you have backed up your data, you have to meet with your Supervisor. He/she will copy your data to make a backup on his/her thumb drive. Please let him/her know the number of households that you have entered in your data file during the day, also let him know any observations or concerns that you have about the interviews, equipment or the CSPro system.

## 3. Recharge your batteries

Please remember to recharge both your netbook batteries in order to have enough running time for the next work day.